

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE PROCUREMENT**

**CAPTION:** Scanning Legal Records (Tom Koger, requestor)

**PROPOSED CONTRACTOR:** Document Technologies, Inc. ("DTI")

**PROGRAM AGENCY:** Office of the Attorney General, Equity Section

**REQUISITION NO.:** RQ927458

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701.

**2. MINIMUM NEED:**

The D.C. Office of the Attorney General, Equity Section needs approximately 78,000 pages of legal records scanned, organized into data dividers and converted into optical character recognition format to preserve the records for use in current litigation. These legal records are in the custody of Wilmer Hale (a private law office), and will not be released to any outside entity due to the sensitive and confidential nature of these records.

**3. ESTIMATED REASONABLE PRICE:**

The cost for scanning, organizing the records into data dividers, and converting each of the 78,000 pages into optical character recognition format is \$13,160.00.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:** The legal records that must be scanned are in the custody of Wilmer Hale (a private law office), and will not be released to any outside entity due to the sensitive and confidential nature of these records. The proposed contractor, DTI, operates a document management unit within Wilmer Hale that provides day-to-day scanning, archiving and retrieval of Wilmer Hale legal case files. Wilmer Hale will permit DTI to scan and produce searchable images of the 78,000 pages of legal records to release to DC OAG. Because Wilmer Hale is the custodian of the legal records and by experience knows that DTI will scan the legal records accurately and reliably while also adhering to Wilmer Hale's internal procedures for securing legal records on-site, a sole source procurement contract with DTI is required.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karl Racine, Attorney General

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that [no response was received] [the response received was rejected because \_\_\_\_\_].

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Contracting Officer